

WORK AUTHORIZATION INSTRUCTIONS



4-7 OCTOBER 2009
MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA,
U.S.A

ATCE 2009 >>

SPE ANNUAL TECHNICAL CONFERENCE AND EXHIBITION
4-7 October ✦ New Orleans, Louisiana, USA ✦ www.spe.org/atce

IMPORTANT: REFER TO UNION REGULATIONS

Exhibiting Company Personnel

Full-time employees of exhibiting companies may install and dismantle their own displays in accordance with union regulations. ***They must carry current company and personal identification.*** Properly badged exhibitor personnel will be allowed to work in the exhibition area during installation, show days and dismantling stages of the SPE Annual Technical Conference and Exhibition.

Installation/Dismantle Labor

SPE has appointed Freeman as the official labor contractor to ensure the sufficient number of qualified craftsmen necessary to install and dismantle the exhibition. Exhibitors are urged to assess labor requirements before installation; to do so use the Installation & Dismantle Order Form provided in the Freeman section of your manual.

Exhibitor-Appointed Contractor

An Exhibitor-Appointed Contractor is any person &/or company, other than the designated "official" or "exclusive" contractors, that provides a service (supervision, display installation and dismantle, models, florists, photographers, aquarium supply firms, computer firms, audiovisual, advertising agencies, etc.) and requires access to your exhibit any time during installation, exhibition dates, or dismantling. Exhibiting companies are responsible for advising SPE of their hired Exhibitor-Appointed Contractors' company name and contact information by submitting the Work Authorization Request Form no later than **4 September 2009.**

The EAC will be required to meet the following criteria:

- 1) All EAC's (not exhibiting companies) will be required to submit certificates of insurance for Commercial General Liability Insurance, Business Automobile Liability Insurance and Worker's Compensation Insurance.
 - a. Commercial General Liability coverage must provide \$1,000,000 Combined Single Limit each Occurrence and \$2,000,000 General Aggregate and \$1,000,000 Products/Completed Operations Aggregate. Commercial General Liability must include Product/Completed Operations and Broad Form Commercial General Liability with ***NO EXCLUSIONS.***
 - b. Business Automobile Liability must include all owned, non-owned and hired vehicles with limits of \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Liability.
 - c. The Worker's Compensation and Employers' Liability Insurance must provide a minimum limit of \$500,000 each Accident, \$1,000,000 Disease - Policy Limit, \$500,000 Disease - each Employee and meet the Statutory Requirements established by the State of Texas.
 - d. Umbrella Liability is acceptable to meet above minimum requirements.

- e. Alert your insurance carrier that the "Certificate Holder" and additional insured on the form is the "Society of Petroleum Engineers", P.O. Box 833836, Richardson, TX 75083-3836, U.S.A., 972.952.9393 and the certificate must include the statement "Certificate Holder is additional insured with respect to General Liability and Automobile Liability Coverage's".

Deadline: 14 SEPTEMBER 2009.

- 2) EAC's must provide the name(s) of their key on-site personnel by **14 SEPTEMBER 2009**. SPE will prepare a name badge for the EAC's key on-site personnel, which will be available at the EAC Check-In Service Desk at the convention center, which allows the same access as an exhibitor badge. Please do not have an Exhibitor Badge made for your EAC's. All other EAC personnel (non key on-site personnel) must wear a wristband provided by SPE, which allows access only during installation and dismantling.

Rules and Regulations Governing EAC's

- 1) EAC's will be denied access to the exhibit floor without current proof of insurance coverage in all of the above mentioned categories.
- 2) Any EAC found working on the show floor without SPE Management authorization will be escorted from the premises and not allowed back on the exhibit floor.
- 3) EAC's will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractor's work.
- 4) EAC's will NOT solicit business on the show floor at any time, including installation, during the show, and dismantling.
- 5) EAC's will cooperate fully with Show Management and the Official Contractors and will comply with existing union rules and regulations as outlined in the Exhibitor Services Manual.
- 6) Cameras or photography are prohibited on the exhibit floor without permission from Show Management. With approval, EAC's may photograph only the booth(s) with which they have contractual arrangements.
- 7) While aisle carpeting is being installed, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, be placed inside the booth being installed, or removed from the exhibit hall.
- 8) EAC's are NOT allowed on the show floor during installation and dismantling without either an SPE-issued wristband or official SPE conference badge. Wristbands are not permitted during show day.
- 9) EAC's are NOT authorized to have Exhibitor badges.

SPE Show Management's Discretionary Rights

SPE Show Management reserves the right, at its sole discretion, to withhold approval or to dismiss from the event, any service contractor whose participation in the event may, in the option of SPE, lead to strikes, picketing, or other labor action directed at the event, or other disruptions of the event, or other reasonable interference with or inconvenience to the event or any exhibitors.

Failure to meet any one of the above steps could jeopardize the Exhibitor-Appointed Contractor's ability to obtain work authorization.

Please note: An exhibitor may utilize all or a combination of any of these three sources for exhibit installation and dismantling; however, only authorized personnel will be granted access to the exhibition area. To request authorization for your EAC(s), exhibitors **must submit the Work Authorization Request Form to SPE by 4 September 2009.**

WORK AUTHORIZATION REQUEST FORM



4-7 OCTOBER 2009
MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA, U.S.A

ATCE 2009 »
SPE ANNUAL TECHNICAL CONFERENCE AND EXHIBITION
4-7 October * New Orleans, Louisiana, USA * www.spe.org/atce

IMPORTANT: REFER TO UNION REGULATIONS

DEADLINE DATE: 4 September 2009

THIS FORM MUST BE COMPLETED BY EXHIBITING COMPANY PERSONNEL

Exhibitors using the SPE official labor contractor (Freeman) or an Exhibitor-Appointed Contractor (EAC) to install or dismantle your exhibit space must return this form. An EAC is any person or company, other than the designated "official" or "exclusive" contractors listed in the Exhibitor Services Manual, hired to provide a service and requiring access to your exhibit any time during installation, exhibition dates and/or dismantling. Exhibitors are responsible for advising SPE management by filling out this form.

Please check applicable box.

- We have requested labor through the SPE official labor contractor, Freeman.
- We will use an Exhibitor-Appointed Contractor in accordance with the 2009 SPE Exhibit Regulations. The exhibiting company is responsible for the actions of its appointed non-official contractor(s) for any violations or damages that may occur. **REMINDER:** Exhibitors are now responsible for providing proof of insurance for their EAC's.

Please Print

EXHIBITOR-APPOINTED CONTRACTOR COMPANY NAME _____

COMPANY CONTACT _____

ADDRESS _____

CITY _____ STATE _____ COUNTRY _____

ZIP/POSTAL CODE _____

() _____ () _____
TELEPHONE FACSIMILE

E-MAIL ADDRESS _____ CELL PHONE _____

Describe in detail the service(s) the above exhibitor-appointed contractor will provide for your company.

PLEASE PHOTOCOPY THIS FORM FOR ANY ADDITIONAL EXHIBITOR-APPOINTED CONTRACTORS.

EXHIBITING FIRM _____ BOOTH NO. _____

REQUESTED BY _____
(Please print) Signature

TELEPHONE () _____ E-MAIL _____ DATE _____

Submit by 4 September 2009 to:

Karen Rainish, Society of Petroleum Engineers, 222 Palisades Creek Dr., Richardson, TX 75080, U.S.A.
Facsimile: +1.866.451.0861/toll free (U.S.& Canada) Telephone: +1.972.952.9459